

# **PARKS SERVICES MANAGER**

**GRADE: 23**

**FLSA: EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Park Services Manager performs difficult professional and administrative work coordinating, planning, and implementing major recreation and park programs, parks and facilities development projects, and maintenance management operations. Under the general managerial direction of the Superintendent of Parks and Facilities, the incumbent has responsibility for coordinating day-to-day planning, development, and implementation of a diverse and comprehensive management program for various Parks and Facilities projects. The incumbent is responsible for the supervision of full and part-time employees. The work requires light physical effort and working outside in various weather conditions. Stress may also be involved due to deadlines and meeting the overall demands of the position.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Manages the annual budget for areas assigned, monitors and controls expenditures within approved budget.
- Participates as a member of the Parks management team in planning, decision making, and problem solving for all issues of the division.

- Coordinates with citizens, civic associations, developers, business groups, neighborhood groups, and other government officials to identify needs, plans, programs and facilities.
- Provides leadership as acting superintendent during the absence of the superintendent on occasion.
- Coordinates the preservation of parks, grounds, and streams and is responsible for the protection of natural resources and for practicing sound environmental and conservation principles in assigned areas.
- Supervises, hires and trains staff.
- Mediates personnel problems.
- Coordinates contractors with specialized trades personnel for the delivery of services for city electrical/mechanical systems, and refuse removal at city facilities.
- Acts as Master Electrician for the City.
- Taking steps necessary to ensure jobsite safety.
- Participates as a team management leader in planning, decision making, and problem solving for issues related to special events.
- Is member of the City of Rockville's Environmental Guidelines Task Force.
- Prepares special reports on procedures, policies, and other documents which relate to planned recreation and parks projects.
- Prepares and manages agreements and requirements service contracts.
- Writes contract specifications and inspects construction/repair progress to ensure compliance with plans, specifications, standards and City Ordinances.
- Corresponds with contractors, citizens, and architects and advises about schedules, technical provisions, city standards, etc.
- Disseminates information on technical provisions of City standards for park construction projects.
- Prepares, initiates, reviews and maintains records, keeps records of expenditures and inventory of supplies and equipment.
- Reviews performance evaluations prepared by subordinate staff, incident reports, etc..
- Writes administrative reports, budget/expenditure reports, work orders/reports, monthly reports, and special reports as required.
- Operates PC and manual system to maintain records.
- Works evenings, weekends, and holidays as required, and on call to respond to emergency situations.
- Resolves complaints and disputes.
- Performs other related duties as required.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in recreation and parks

administration and five years of administrative and operational experience in groundskeeping, building maintenance/construction, environmental science, or park maintenance, which includes two years of supervisory experience in park/facility maintenance management or a related field. Possession of a driver's license valid in the State of Maryland. County/State electrical license is desirable.

**Preferred Knowledge, Skills and Abilities:**

- Thorough knowledge of park management, planning, design, analysis, operations, preventative maintenance, and corrective maintenance principles.
- Considerable knowledge of the occupational, public, and private hazards and safety precautions applicable to varied parks, grounds, facilities, sports facilities, and athletic fields operation, maintenance, repair and construction, and the ability to take precautionary and remedial measures.
- Considerable knowledge of stream and forest ecology, and sound ecological and conservation practices necessary in an urban environment.
- Considerable knowledge of the methods, practices, materials, equipment and tools used in the construction, maintenance, and operations of a park and facility maintenance system.
- Ability to plan, organize, and operate a comprehensive municipal maintenance management system of parks, grounds, and buildings.
- Ability to prepare a budget and control expenditure of funds.
- Ability to evaluate service operations to ensure their effectiveness.
- Ability to establish and maintain effective working relationships with persons and groups interested in parks, associates, other employees and departments, and the general public.
- Ability to read and understand landscape and engineering plans, specifications, and drawings involved in park and facility development activities.
- Ability to plan and direct special events.
- Ability to effectively supervise and train professional, non-professional, skilled, semi-skilled, and seasonal employees.
- Skill in the use of word processing and data processing equipment.